



Department: Human Resources
Section: Employee and Labour Relations

There is an orientation program for new employees of the Annapolis Valley Regional School Board. The orientation program will be specific to the employee group and bargaining unit. The orientation program will welcome new employees and provide information on terms and conditions of employment, performance expectations and other relevant information.

Specifically

- 1.0 An orientation package will be provided to each new employee upon hiring into a term, unfilled or vacant position.
- 2.0 The orientation package will contain the following forms that must be completed and returned to the Human Resources Department:
 - 2.1 Employee Information Sheet
 - 2.2 TD1 Forms – both Federal and Provincial (Social Insurance Card must be presented to the immediate supervisor)
 - 2.3 Child Abuse Register Request for a Search Form
 - 2.4 Police Record Check
- 3.0 The new employee will be given copies of all applicable Annapolis Valley Regional School Board Policies, which may include:
 - 3.1 Hours of Work /Scheduled Break Policy
 - 3.2 Holidays
 - 3.3 School Closure Procedures Due to Inclement Weather/Storm Days
 - 3.4 Occupational Health and Safety
 - 3.5 Overtime/Flexitime
 - 3.6 Dress Code
 - 3.7 Travel and Expense Allowance
 - 3.8 Reporting Accidents/Incidents Policy
 - 3.9 Conflict of Interest
- 4.0 The new employee will be provided with equipment required for the position, which may consist of:
 - 4.1 Cellular telephone
 - 4.2 Laptop computer
 - 4.3 Key to worksite/office
 - 4.4 Access card to worksite
 - 4.5 Security passwords
 - 4.6 Telephone number
 - 4.7 Email account
- 5.0 The new employee will receive the Collective Agreement or Terms and Conditions of Employment applicable to the position.
- 6.0 The new employee will receive the job description or job fact sheet specific to the position.
- 7.0 The immediate supervisor will review the probationary/trial period with the new employee.

- 8.0 The new employee will receive request for leave forms and absence reporting forms, if applicable.
- 9.0 The new employee will receive an Annapolis Valley Regional School Board organizational chart and a copy of the Board's Mission Statement.
- 10.0 The new employee will be provided with information on benefits and pension.
- 11.0 The immediate supervisor will review with the new employee the worksite's procedures for reporting absences, scheduling time off, safety and security procedures and problem-solving mechanisms within the worksite.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: November 9/05

Ref: BP 305.23

Monitoring Date: Annually

Revised: